

BOARD OF COMMISSIONERS MEETING

MINUTES OF

May 26, 2020

Buzzards Bay Water District 15 Wallace Ave. Buzzards Bay, MA 02532

MINUTES

Remotely Present:

Wendy Chapman, Chairperson
Joe Carrara, Commissioner
Judith Flynn, Commissioner
Jennifer Kelson- Treasurer
Barry Woods, Admin. Support
Steven Souza – Superintendent
Jim Chapman - Resident
Louise Warren – billing clerk
Wayne Perkins- Crew Chief
Gary Maloney – Resident
Two additional residents

Meeting was held remotely thru Zoom.com and was recorded.

Minutes

Wendy Chapman took a roll call for attendance. Wendy Chapman, chairperson, Judith Flynn, commissioner, and Joe Carrara, commissioner, were in attendance; therefore, the quorum was met. The meeting was called to order by Wendy Chapman at 4:02 pm.

Approval of the Meeting Minutes dated 5/12/20

Judith Flynn made a MOTION to approve the meeting minutes of 5/12/20. Seconded by Joe Carrara. Wendy Chapman took a roll call vote. Joe said, “aye.” Judith replied, “aye.” Wendy replied, “aye.” The motion passed unanimously.

Discussion and Vote on the Declaration of Emergency and Staffing

Wendy stated that the Town of Bourne, Town Hall, is still at status quo with no changes. She stated that the Town hall is still closed to the district and no word if they will be opening any time soon. Question arose if the Buzzards Bay Water District (BBWD) staff should continue the schedule they have been following during the Declaration of Emergency. Joe Carrara stated that things have been going well, and we do need to continue to proceed with caution awhile longer. He said to reevaluate it in a couple of weeks. Jennifer Kelson, Treasurer, commented that office staff (Louise and Jennifer) have been rotating office coverage and phones, and that has been going well. Jennifer said that either her or Louise are in the office to answer phones during office hours. Wendy stated that Town hall is also not at full staff but are rotating. Wendy asked Steve how it is working out in his department? Steve said that he can continue to maintain 2 on 2 off (for staffing).

Wendy suggested that the district make a motion to stay as we are in the current state of emergency. Joe Carrara made a MOTION for the District to stay in the current state of emergency with no staffing changes. Judy seconded that motion.

Roll call vote was taken.

Joe, "Aye."

Judy, "Aye."

Wendy, "Aye."

The motion passed unanimously.

Review and Discussion of the Proposed Bylaw changes to Allow for Recall Elections

Wendy asked if anyone had suggestions on the numbers to put in the recall petition. She asked for suggestions on section 2. Joe Carrara was concerned about the conduct of commissioners and thought something should be included to reflect conduct and expectations of conduct for the commissioners. Wendy asked him if he is in favor of the recall. Joe said that he was in favor. Wendy asked that everyone look at section two of the draft provision. Wendy suggested that Section 2 should read "any twenty registered voters of the Buzzards Bay Water District may initiate a recall..." She said that we require 20 signatures on nomination papers; therefore, the number 20 seems logical. She asked for input. Joe agreed. Judy agreed.

Wendy made a MOTION to change the wording in section 2 to read, "any twenty registered voters."

A roll call vote was taken:

Joe replied, "aye."

Judy replied, "aye."

Wendy replied, "aye."

All in favor, the motion passed.

Next, Wendy asked that everyone refer further down in Section 2 of the proposed recall provision where it states that the clerk "within twenty days after filing of the affidavit and shall have been signed by at least twenty registered voters." Wendy suggested that we change the wording to read, "at least thirty registered voters." Joe said that seemed reasonable. Judy said it was fine with her. There was no further discussion; therefore, Wendy made the following MOTION to change the wording in Section 2 of the proposed recall provision to read "at least thirty registered voters."

A roll call vote was taken:

Joe replied, "aye."

Judy replied, "aye."

Wendy replied, "aye."

All in favor, the motion passed.

Next, Wendy asked that everyone refer to the last paragraph of Section 6 of the proposed recall provision where it states, "at least twenty-five of those entitled to vote in the election shall have voted." Wendy stated that thirty is slightly higher than the number of signatures needed on nomination papers. Judy made the suggestion to change that figure to "at least thirty of those entitled to vote." Wendy asked if Judy would make the motion. Judy made a MOTION to change

the sentence to read, “at least thirty of those entitled to vote in the election shall have voted.”
Joe Carrara seconded that motion.

A roll call vote was taken. Wendy asked:
Judy how do you vote? Judy answered, I vote yes.
Joe how do you vote? Joe answered, I vote yes.
And, Wendy stated that she also votes yes.
All in favor, the motion passed.

Review 2020 Annual Meeting Warrant

Wendy asked if anyone had any questions on Article 3 and Article 4 of the proposed bylaw Amendments or questions on the draft of the annual warrant. Jennifer Kelson stated Article 3 and Article 4 are the articles that need to be tweaked. These are bylaw changes.
There was discussion on bylaw articles Article 3 and Article 4.

Jenn explained that she had provided in their meeting packet two draft versions of the annual meeting warrant. One draft reflected 13 articles on the warrant which included the 3 proposed bylaw amendment articles. The second draft of the annual warrant reflected only 10 articles and excluded any that dealt with bylaws changes. Wendy explained that Article 3 of that annual warrant had to do with the bylaw change to require the moderator to fill out nomination papers. Moderator would no longer be nominated from the floor. Article 4 of the annual warrant was to see if the bylaw would be updated to require elections to be in accordance with Mass General Laws. This would allow for absentee ballots. Wendy said that this would allow voting to be made more available to people of the district. She said it is similar to what other districts have done.

Joe Carrara made a MOTION to accept the modifications as described.
Wendy seconded that motion.
Roll Call vote
Joe said “aye”
Judy said “aye”
Wendy said “aye”
All in favor. The motion passed.

Review Annual Meeting Warrant Draft

Judy had a question about if and how we provide information to the public on the funds being requested. Jenn Kelson replied that historically, that information is provided during the meeting when the motion is read at the annual meeting. Judy asked if that info should be provided when the meeting is posted. Wendy stated that they don’t always offer that info for Town meeting. Wendy stated that that info is provided as backup at the meeting. There was discussion if the financial info should be provided to the public prior to the meeting. Judy stated that the public should know the amounts being discussed prior to the meeting. Jenn Kelson referred to prior year’s meeting packets and stated that the financial info is not written in the meeting packet, rather, it is verbally stated only in the motion.

Judy asked if there is any reason why it is not provided in the packet. Wendy said we could make an informational packet. Jenn Kelson said that she doesn’t see why not. She would confirm with

Bob Troy. Wendy suggested that we create meeting packets ahead of time and include the financial info. Wendy said that we don't have anything in our bylaws about providing it ahead of time. She suggested having it available a day or two ahead of time. Jenn said this is doable. Jim Chapman asked a question. He asked if we would be having monetary figures for expenditure at the meeting and if we would have a packet of info available with the agenda prior to the meeting. Wendy explained that prior practice was to provide that info at the meeting only. Jim explained that he would like to have that info prior to the meeting. Jim suggested that we include that info in the warrant. Jenn Kelson said that having the info available ahead of time would not be a problem. She just would need to know when it should be made available so that it would be ready. Joe suggested a week or so. Judy agreed to a week. Jim Chapman agreed with a week. Jenn said that it shouldn't be a problem as long as she has time for Bob Troy to review the motions prior to providing the packets to the public. Jenn explained that Bob Troy look over the wording of the motions to make sure it is worded correctly.

Wendy stated that people also want to know where the revenue is coming from. Jenn explained that she spoke with the audit firm to see what other districts provide and it was suggested that we should provide projections on expected revenue from water billing, tax revenue and free cash. A balance sheet is not required. Wendy stated that basically people want to see that we have enough money coming in to cover what we are asking for.

Jenn suggested a quick meeting a week before the regular meeting so that the commissioners could review the meeting info.

Joe made a MOTION to accept the annual meeting warrant with the 13 articles as presented.

Judy seconded that motion.

Roll call vote

Roll Call vote

Joe said "aye"

Judy said "aye"

Wendy said "aye"

All in favor. The motion passed.

Set Annual Meeting date, time, and location

Jenn explained that she ordered 2 canopy tents for the annual meeting which will be held out in the front lawn/parking lot. Wendy explained that Town Hall will be holding their annual meeting outside also. We can also suggest that people wear masks. People will need to sit six feet apart. Joe suggested a separate tent for those people not wearing masks. Wendy also stated that a bad storm is not a valid reason to cancel a meeting.

The next commissioners meeting was set for June 9th @ 4:00pm.

The annual meeting was set for June 16th @ 6:00pm at the office, outside in the parking lot.

Wendy made a motion to have the next meeting on June 9th at 4:00 pm at the office. Joe seconded that.

Roll Call vote
Judy said “aye”
Joe said “aye”
Wendy said “aye”
All in favor. The motion passed.

Wendy made a MOTION that annual meeting will be on June 16th @ 6:00 pm in the parking lot of district office. Joe seconded that motion.

Roll Call vote
Judy said “aye”
Joe said “aye”
Wendy said “aye”
All in favor. The motion passed.

Any business not reasonably anticipated within 48 hours

Gary Maloney asked to address the board. He had questions about new development, sewer allotment and the availability of water for those projects. He brought up the issue of 6500 gallons of fresh water plus or minus a day needed for the converted old Beachmore by Mass Maritime. He stated that the planning board has given tentative approval approx. 210 housing using next to Hampton Inn and will use 46,000 gallons per day with a potential restaurant. He also brought up the Tides. All this development will come up within the next 18 months. Gary wanted to know where we stand fresh water wise. He said that the Sewer commission and no other board is taking it seriously or attempting to include BBWD on routing slips. Gary hoped that this would be an agenda item in the future. The board explained that it was an agenda item and discussed at last month’s meeting. It was suggested that he look over the minutes from that meeting. Gary asked where he can get a hard copy. Wendy asked Jenn where he can get a copy. Jenn explained that they will be online the following day on our website or can pick up at the office.

Steve announced that we had the bid opening for Cherry St. He said that the lowest bid was for CN Corp. Judy asked if we have an estimate from Tata and Howard (the engineer) of what they expected the project to be. Steve said it was estimated around 110-120k. Wendy asked when will the bid be awarded. Steve explained that the process should be kept going, signed, etc. Jenn said that we have bid paperwork and will be available for signage on Friday. Wendy made a MOTION at 4:41 pm to adjourn the meeting. Joe seconded that meeting. Roll call vote was taken.

Judy, “aye.”
Joe, “aye.”
Wendy, “aye.”

All in favor. Meeting adjourned.

